

REQUIREMENTS FOR RECIPROCAL SUPERINTENDENT, PREKINDERGARTEN – 12 CERTIFICATE

Arizona Department of Education – Certification Unit

INDIVIDUALS WHO HOLD THE TITLE OF SUPERINTENDENT, ASSISTANT SUPERINTENDENT OR ASSOCIATE SUPERINTENDENT AND WHO PERFORM DUTIES DIRECTLY RELEVANT TO CURRICULUM, INSTRUCTION, CERTIFIED EMPLOYEE EVALUATIONS, AND INSTRUCTIONAL SUPERVISION MAY OBTAIN A SUPERINTENDENT CERTIFICATE.

➤ **RECIPROCAL SUPERINTENDENT, PREKINDERGARTEN – 12 CERTIFICATE**

The certificate is valid for 3 years and may not be renewed.

Requirements for the Reciprocal Superintendent certificate are:

1. Completed [Application for Reciprocal Teaching and Reciprocal Administrative Certification](#)
2. Appropriate fee (See *Application for Reciprocal Teaching and Reciprocal Administrative Certification*)
3. A photocopy of your valid Arizona **IVP** fingerprint card (plastic) issued on or after January 1, 2008. For more information visit the [Arizona Department of Public Safety](#) website or call (602) 223-2279.
4. A valid comparable superintendent certificate from another state.
5. A Master's or more advanced degree including at least 60 graduate semester hours from an accredited institution. Official transcript(s) required.
6. Completion of a program in educational administration for superintendents, including at least 36 graduate semester hours of educational administrative courses teaching the knowledge and skills described in the Professional Administrative Standards (R7-2-603) to include three credit hours in school law and three credit hours in school finance.
7. Three (3) years of verified full-time teaching experience or related education services experience in Prekindergarten – 12 setting. Submit a [Verification of Teaching Experience](#) form OR submit a letter on official letterhead from the District Superintendent or Personnel Director to verify experience.
8. **One** of the following (Option A or B):
 - A. Official transcript documenting completion of a practicum as a superintendent; -OR-
 - B. Two years of verified experience as a superintendent, assistant superintendent, or associate superintendent in grades Prekindergarten – 12. Submit a letter on official letterhead from the District Superintendent or Personnel Director to verify experience.

♦ **Requirements 9, 10, 11, 12, 13, and 14 are required within three years of the date of issuance of the Reciprocal Superintendent certificate.**

9. Administrator Exam
One of the following:
 - A. A passing score on the **superintendent administrator** portion of the Arizona Educator Proficiency Assessment; -OR-
 - B. A passing score on a comparable superintendent examination from another state; -OR-
 - C. Three years of full-time superintendent experience during the last valid period of the out-of-state certificate. Submit a letter on official letterhead from the District Superintendent or Personnel Director to verify experience.
10. Structured English Immersion (SEI) Endorsement
All classroom teachers and certified administrators must hold a Provisional or full SEI endorsement, or a full English as a Second Language (ESL) or full Bilingual endorsement. The SEI endorsement requirements are:
 - Teachers and administrators certified **before August 31, 2006** must complete 15 clock hours or 1 semester hour of Provisional SEI training is required for the Provisional SEI endorsement. An additional 45 clock hours or 3 semester hours of SEI completion training is required for the full SEI endorsement.
 - Teachers and administrators certified **on or after August 31, 2006** must complete 45 clock hours or 3 semester hours of Augmented Provisional SEI training is required for the Provisional SEI endorsement. An additional 45 clock hours or 3 semester hours of SEI completion training is required for the full SEI endorsement.
 - Teachers and administrators who hold valid, comparable English as a Second Language (ESL) certificate or endorsement from another state may apply to add the full ESL endorsement in order to meet the SEI requirement.
11. Three (3) graduate semester hours in school law.
12. Three (3) graduate semester hours in school finance.

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13. Arizona Constitution (a college course or the appropriate examination). *

14. U.S. Constitution (a college course or the appropriate examination). *

* **NOTE:** *If you otherwise qualify for the certificate but are deficient in Arizona and/or U.S. Constitution you have three years to meet the requirement.*

➤ **REQUIREMENTS TO TRANSFER FROM A RECIPROCAL SUPERINTENDENT CERTIFICATE TO A 6-YEAR SUPERINTENDENT CERTIFICATE**

The Superintendent certificate is valid for 6 years and may be renewed.

1. Completed [Application to Transfer Reciprocal Teaching and Reciprocal Administrative Certificate](#).
2. Appropriate fee (see Application to Transfer).
3. Passing score report for the required AEPA Superintendent exam (if required). Please see your Reciprocal Superintendent evaluation for details on exam requirements.
4. Verification of three (3) semester hours or forty-five (45) clock hours of state approved Structured English Immersion (SEI) training or comparable state approved SEI training from another state to qualify for the Provisional SEI endorsement (if required).
5. Official transcript(s) documenting completion of 3 graduate semester hours in school law and 3 graduate semester hours in school finance (if required).
6. Official transcript(s) or a passing score report documenting completion of the Arizona and/or US Constitution requirements (if required).
7. A photocopy of your valid Arizona Department of Public Safety Identity Verified Prints (**IVP**) fingerprint card (plastic).
For more information visit the [Arizona Department of Public Safety](#) website or call (602) 223-2279.

➤ **RESOURCES AND INFORMATION**

AEPA/NES EXAM INFORMATION:

For further information regarding National Evaluation Series (NES) and/or Arizona Educator Proficiency Assessments (AEPA), please visit www.aepa.nesinc.com.

SEI ENDORSEMENT INFORMATION:

For further information regarding SEI endorsement training, please visit <http://www.azed.gov/educator-certification/sei/>